

Timeline for Street Acceptance

Annual Town Meeting

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| February 1 | Deadline for submittal of all street acceptance application materials to Permitting Office. |
| February 1-Feb. 15 | Review period for application materials submitted. “Punch list” of incomplete items are forwarded to applicant at the close of this period. |
| Feb. 15-Feb. 28 | Applicant must correct incomplete items and/or deficiencies and notify appropriate Town Departments for inspection. |
| March 1-March 15 | Time frame to allow various town entities to inspect corrective actions addressing incomplete items and/or deficiencies identified upon initial inspection. |

Special Town Meeting

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| July 1 | Deadline for submittal of all street acceptance application materials to Permitting Office. |
| July 1-July 15 | Review period for application materials submitted. “Punch list” of incomplete items are forwarded to applicant at the close of this period. |
| July 15-August 31 | Applicant must correct incomplete items and/or deficiencies and notify appropriate Town Departments for inspection. |
| September 1-Sept. 15 | Time frame to allow various town entities to inspect corrective actions addressing incomplete items and/or deficiencies identified upon initial inspection. |

It should be noted that the aforementioned dates are recommended deadlines and applicants are encouraged to submit all required materials as early as possible.

Important please read below.

Please be aware that street acceptance has historically been reserved for Special Town Meeting whenever possible. The main reason for that is the weather. Once a punchlist is developed there is likely to be items that need to be addressed. Most of these items are weather dependent. This means that they cannot be properly performed if there is snow, frost, or cold-weather present. Performance of most items would not meet standards if they were done at this time of year and would therefore result in premature failure or

deterioration that the town would ultimately be financially responsible for. This is the main reason for the requirement that work is not started prior to April 15th. Additionally inspection of many items would be very difficult and sometimes not possible during this time of year. A few examples are; the inspection of bounds under snow cover and observation of the health of a deciduous tree during winter months. An additional concern is that it is the practice of the town to observe the roadway over one winter to ensure there are no defects that could result in immediate necessary repairs. Of the utmost importance is to observe the function of the drainage, including infiltrating systems and detention basins, through an entire winter. The Annual Town meeting does not allow adequate time for this full observation and appropriate repairs to be made for a roadway unless it has gone through a previous winter.

With that being said we are not opposed to an Annual Town Meeting street acceptance. We do however caution the town as to what state the roadways are in that do apply for Annual Town Meeting street acceptance. In our opinion, these roadways should be roadways that had all physical work completed by the fall and needed only to complete the proper paper work. When reasonably possible we recommend and prefer acceptance at Special Town Meeting.